

LANCASTER COUNTY COURT SERVICES SUPERVISOR

NATURE OF WORK

This is responsible supervisory work coordinating and monitoring the clerical workflow for district court activities.

Work involves coordinating legal documents, forms and reports for judge's review/signature; training, assigning, supervising and evaluating the work of subordinate clerical staff; and providing office resource information to employees and clientele. Work further involves entering, revising and maintaining computerized work files; preparing and mailing attorney correspondence; and providing backup support to clerical personnel when necessary. Supervision is provided by an administrative superior with work reviewed in the form of reports and results achieved. Supervision is exercised over subordinate clerical staff.

EXAMPLES OF WORK PERFORMED

Train, assign, supervise and evaluate the work of assigned subordinate clerical personnel; coordinate and monitor workflow to ensure work timelines and office services are prioritized; communicate with attorneys, judges and departmental staff regarding court schedules, files and documentation.

Enter information from subpoenas, motions, orders, pleadings, docket sheets and related legal documents into computer database; transcribe judge's orders and initiate necessary attorney or client correspondence; obtain, index and file court docket sheets; act as resource for personnel seeking docket information.

Compile case data and generate routine reports; revise and maintain computerized work files; prepare and post attorney correspondence related to case timelines; file legal documents and related records in case files.

Advise office personnel and clientele of office procedures and protocols as needed; respond to routine complaints and initiate corrective action when operational problems arise; provide backup reception and client assistance when necessary.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern office practices and procedures.

Knowledge of legal terminology, documents, forms, and routine correspondence.

Knowledge of the legal process, court proceedings and judicial systems.

Ability to plan, train, supervise and evaluate the work of clerical subordinates.

Ability to organize and maintain written and computerized legal records and files and to prepare reports from such records.

Ability to prepare and revise legal forms, documents and correspondence per State statute or amendment.

Ability to establish and maintain effective working relationships with co-workers, attorneys, court personnel and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent including supervisory experience managing a clerical environment.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent including some experience supervising personnel within a clerical environment or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Department Head

Personnel Director

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